

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

October 20, 2003

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To: DD, ADs, SDs and CDs

From: Assistant Director, Human Resources Management

Subject: 2004 Secretary's Four C's Award

DD: 02/02/2004

The attached memorandum from P. Lynn Scarlett, Assistant Secretary for Policy, Management and Budget, advised senior officials of the Secretary's Four C's Award winners for 2003, and provided criteria and nomination procedures for the 2004 nominations. No more than five nominations may be submitted by each Bureau, and will be due to the Department, with the concurrence of the Assistant Secretary, Land and Minerals Management, in February 2004. A specific due date will be issued by the Department.

Nominations for the 2004 Award should be submitted, via your State Director, to the Assistant Director, Human Resources Management (WO-700), 1849 C Street, N.W., Mail Stop 3023, Washington, DC 20240, Attention: Louise Harris. Questions concerning procedures or the Award may be directed to Ms. Harris at (202) 501-6723.

Signed by:
Marilyn H. Johnson
Assistant Director
Human Resources Management

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

1 Attachment

1 – Award criteria and procedures (6 pp)